

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, March 18, 2024 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- UHLS Equity Challenge

**Old Business**

- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from February 20, 2024

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Village of Castleton Liaison Report**

**Committee Reports**

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. Strainge
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum
  - Library Space – C. Strainge, M. Johnston

**Announcements**

**Public Comment**

**Executive Session**

**All-board walkthrough of library**

**Adjourn**

## **UHLS Equity Challenge**

### **MEMORANDUM OF INTENTION**

Our library intends to participate in the scalable UHLS Equity Challenge. Our board has agreed to pursue change in assessing and improving equity in our library's services. We recognize that while a commitment to equitable library services has no end point, this Challenge and its incentives are available through December 31, 2026. We acknowledge that our library is committing the board, director, and staff to the work of deliberate, intentional equity progress in one or more areas of the Equity Challenge.

Library\_\_\_\_\_

Director\_\_\_\_\_

Date\_\_\_\_\_

**Deadline: April 5, 2024 at 5:00 p.m.**

**Please return to Judith Wines by email ([judith.wines@uhls.org](mailto:judith.wines@uhls.org))  
or via delivery.**

# Castleton Public Library Board of Trustees Meeting

Tuesday, February 20, 2024 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:05pm.

## Roll Call

Present (physical): Shane Mitchum, President; Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee

Present (virtual): Melissa Tacke, Library Director

Absent: Meghan Johnston, Trustee

## Adoption of Agenda

Trustee Cartwright motioned to adopt the agenda, with one change: moving up the Village of Castleton Liaison Report this month to occur after Public Comment at the beginning of the meeting. Seconded by Trustee Strainge. Unanimously approved.

## Public Comment

None.

## Village of Castleton Liaison Report

Liaison Rebekah Timerman reports that the Village expects to cover up to a \$6,600 remaining balance for the project for the rear entrance remodeling. The Village will need to review the final scope of work and then pass a resolution at a Village Board meeting to expend the funds. The Village Hall is located in the Village historic district and therefore the change also needs to go through the Village zoning & planning boards to ensure the project can be approved. Additionally, the Village is discussing a potential security camera to be placed in the Library in order to provide oversight at times when the Library is open but Village offices are closed.

## New Business

**NYS Annual Report for 2023:** Trustee Cartwright motioned to approve the New York State Annual Report for 2023. Seconded by Trustee Strainge. Unanimously approved.

**Annual Financial Report for 2023:** Director Tacke shared the financial report (no board vote needed).

## Old Business

**Library word-of-mouth advertising:** Director Tacke encouraged trustees to promote the March calendar, which covers the April break week (March 29 - April 7) and has activities every day during the school break!

## Reports

### President's Report

No report separate from committees.

### Secretary's Report

Trustee Cartwright motioned to approve the January 2024 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

## **Treasurer's Report**

Trustee Cartwright motioned to approve the January 2024 Check Detail Reports. Seconded by Trustee Strainge. Unanimously approved.

## **Director's Report**

Director Tacke presented statistics for January, with a comparison against previous years. Circulation and total program attendance remained relatively steady with a slight shift continuing toward increased e-content.

## **Friends Report**

The Friends of the Library met in January and will meet again in February.

## **Committee Reports**

**Finance:** Met in February. Want to draft the budget and review upcoming staff raises earlier in the year, to plan for increases ahead of 2025 when the board may decide to request an increase via the public vote. Asks the board to consider whether there may be other items needed to incorporate in the budget planning process including Racial Equity actions or other committee items.

**Administrative:** Met in February. Discussed staying on top of the board's racial equity focus, revamping board and director evaluation forms, and planning for trustee continuing education.

**Operations/Capital Projects:** Met in February. Focus is rear entrance for now; seeking additional quotes; approved for grant by library system and that is now in the state's hands. Aim to have project break ground in fall after the start of school so as not to affect summer reading program activities.

**Policy:** Expect to look at updating some current policies in April and stagger throughout the year the consideration of new policies that may be recommended to align with UHLS and other libraries' best practices.

## **Long Range Plan Committees:**

**Marketing & Community Connections:** Met and discussed development of a marketing plan followed by identification of valuable items for funding asks (such as logo design or web redesign) to bring to the board for consideration for the 2025-26 timeframe. Committee will work on a plan for public comment at town board meetings as well as connections with other local organizations where trustees may have involvement.

**Library Services & Outreach:** Met. With staff largely performing outreach, this committee's role is oriented towards feedback and support. Intend to have regular meetings to review how outreach is going and reminds trustees to regularly solicit informal word of mouth feedback on library from community members.

**Library Space:** Committee toured the building, discussed existing space and limitations. Considering options for identifying whether an elevator to make upstairs space available is feasible (construction grant funds cannot be used to hire structural engineering professionals without proposing a project). The board will connect with the Village liaison on the topic.

## **Announcements**

The candidate for the Librarian I position expects to start at the end of February.

## **Public Comment**

None.

## **Executive Session**

None.

## **All-board walkthrough of library**

Postponed until March meeting.

## **Adjournment**

The meeting was adjourned at 7:36 pm.

5:00 PM  
03/05/24

The Castleton Public Library  
**Check Detail**

February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/01/2024	Google LLC	200.2 · Citizens Checking Account		-30.00
Bill	4901196761	02/01/2024		7410.4C · Equipment/Technology	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	02/08/2024	USPS	200.2 · Citizens Checking Account		-11.76
Bill		02/08/2024		7410.4G · Postage	-11.76	11.76
TOTAL					-11.76	11.76
Bill Pmt -Check	DEBIT	02/09/2024	Target	200.2 · Citizens Checking Account		-32.86
Bill		02/09/2024		7410.4F · Office and Library Supplies 7410.4D · Programs	-0.94 -31.92	0.94 31.92
TOTAL					-32.86	32.86
Bill Pmt -Check	DEBIT	02/13/2024	Amazon LLC	200.2 · Citizens Checking Account		-39.99
Bill	1148271686...	02/12/2024		7410.4F · Office and Library Supplies	-39.99	39.99
TOTAL					-39.99	39.99
Bill Pmt -Check	DEBIT	02/15/2024	Wal-Mart	200.2 · Citizens Checking Account		-68.23
Bill		02/15/2024		74104B1 · DVDs & Other Materials 7410.4D · Programs	-19.96 -48.27	19.96 48.27
TOTAL					-68.23	68.23
Bill Pmt -Check	3233	02/01/2024	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		02/01/2024		7410.4C · Equipment/Technology 7410.4B · Library Materials	-28.70 -57.40	28.70 57.40
TOTAL					-86.10	86.10
Bill Pmt -Check	3234	02/01/2024	UHLS	200.2 · Citizens Checking Account		-11.16
Bill	24-109	02/01/2024		7410.4C · Equipment/Technology	-11.16	11.16
TOTAL					-11.16	11.16
Bill Pmt -Check	3235	02/05/2024	Village of Castlet...	200.2 · Citizens Checking Account		-5,848.00
Bill	84537	02/01/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -642.00 -2,274.25 -412.52	2,519.23 642.00 2,274.25 412.52
TOTAL					-5,848.00	5,848.00
Bill Pmt -Check	3236	02/05/2024	Charter Commun...	200.2 · Citizens Checking Account		-97.42
Bill		02/05/2024		7410.4H · Telephone/Data Links	-97.42	97.42
TOTAL					-97.42	97.42

5:00 PM  
03/05/24

The Castleton Public Library

Check Detail

February 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3237	02/12/2024	Charter Commun...	200.2 · Citizens Checking Account		-97.42
Bill		02/12/2024		7410.4H · Telephone/Data Links	-97.42	97.42
TOTAL					-97.42	97.42
Bill Pmt -Check	3238	02/20/2024	William C. Adams	200.2 · Citizens Checking Account		-280.00
Bill		02/12/2024		7410.4J · Professional Services	-280.00	280.00
TOTAL					-280.00	280.00
Bill Pmt -Check	3239	02/20/2024	Village of Castlet...	200.2 · Citizens Checking Account		-5,712.35
Bill	84539	02/12/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-648.00	648.00
				7410.1C · Gross wages - Assistant	-2,142.25	2,142.25
				9030.8 · Social Security/Medicare	-402.87	402.87
TOTAL					-5,712.35	5,712.35
Bill Pmt -Check	3240	02/20/2024	The Hartford	200.2 · Citizens Checking Account		-2,000.35
Bill		02/08/2024		7410.4I · Insurance	-2,000.35	2,000.35
TOTAL					-2,000.35	2,000.35
Bill Pmt -Check	3241	02/20/2024	Brodart	200.2 · Citizens Checking Account		-423.16
Bill	MULTIPLE	02/20/2024		74104B3 · Print Materials	-423.16	423.16
TOTAL					-423.16	423.16

4:49 PM  
03/05/24

The Castleton Public Library  
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 02/29/2024

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	Feb 29, 24
Beginning Balance	308,250.74
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	24.01
Total Cleared Transactions	-14,975.99
Cleared Balance	<u>293,274.75</u>
Register Balance as of 02/29/2024	293,274.75
Ending Balance	293,274.75

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The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						308,250.74
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	02/20/2024			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	02/29/2024			X	24.01	24.01
Total Deposits and Credits					24.01	24.01
Total Cleared Transactions					-14,975.99	-14,975.99
Cleared Balance					-14,975.99	293,274.75
Register Balance as of 02/29/2024					-14,975.99	293,274.75
Ending Balance					-14,975.99	293,274.75



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The Castleton Public Library  
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 02/29/2024

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	Feb 29, 24
Beginning Balance	22,934.62
Cleared Transactions	
Checks and Payments - 11 items	-6,746.10
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	8,253.90
Cleared Balance	31,188.52
Uncleared Transactions	
Checks and Payments - 5 items	-8,044.65
Total Uncleared Transactions	-8,044.65
Register Balance as of 02/29/2024	23,143.87
Ending Balance	23,143.87

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## The Castleton Public Library

## Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						22,934.62
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Bill Pmt -Check	02/01/2024	3233	T-Mobile	X	-86.10	-86.10
Bill Pmt -Check	02/01/2024	DEBIT	Google LLC	X	-30.00	-116.10
Bill Pmt -Check	02/01/2024	3234	UHLS	X	-11.16	-127.26
Bill Pmt -Check	02/05/2024	3235	Village of Castleton-...	X	-5,848.00	-5,975.26
Bill Pmt -Check	02/05/2024	3236	Charter Communicat...	X	-97.42	-6,072.68
Bill Pmt -Check	02/08/2024	DEBIT	USPS	X	-11.76	-6,084.44
Bill Pmt -Check	02/09/2024	DEBIT	Target	X	-32.86	-6,117.30
Bill Pmt -Check	02/12/2024	3237	Charter Communicat...	X	-97.42	-6,214.72
Bill Pmt -Check	02/13/2024	DEBIT	Amazon LLC	X	-39.99	-6,254.71
Bill Pmt -Check	02/15/2024	DEBIT	Wal-Mart	X	-68.23	-6,322.94
Bill Pmt -Check	02/20/2024	3241	Brodart	X	-423.16	-6,746.10
Total Checks and Payments					-6,746.10	-6,746.10
<b>Deposits and Credits - 1 item</b>						
Transfer	02/20/2024			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					8,253.90	8,253.90
Cleared Balance					8,253.90	31,188.52
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	01/08/2024	3226	Nancy Garcia		-34.95	-51.95
Bill Pmt -Check	02/20/2024	3239	Village of Castleton-...		-5,712.35	-5,764.30
Bill Pmt -Check	02/20/2024	3240	The Hartford		-2,000.35	-7,764.65
Bill Pmt -Check	02/20/2024	3238	William C. Adams		-280.00	-8,044.65
Total Checks and Payments					-8,044.65	-8,044.65
Total Uncleared Transactions					-8,044.65	-8,044.65
Register Balance as of 02/29/2024					209.25	23,143.87
<b>Ending Balance</b>					<b>209.25</b>	<b>23,143.87</b>

5:00 PM

03/05/24

Accrual Basis

# The Castleton Public Library

## Profit & Loss

### February 2024

	Feb 24
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	24.01
Total Income	24.01
Gross Profit	24.01
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	5,038.46
7410.1B · Gross wages - Librarian	1,290.00
7410.1C · Gross wages - Assistant	4,416.50
Total 7410.11 · Employee Gross Wages	10,744.96
Total 7410.1 · Personal Services	10,744.96
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	423.16
74104B1 · DVDs & Other Materials	19.96
7410.4B · Library Materials - Other	57.40
Total 7410.4B · Library Materials	500.52
7410.4C · Equipment/Technology	69.86
7410.4D · Programs	80.19
7410.41 · Operations and Administrative	
7410.4G · Postage	11.76
7410.4H · Telephone/Data Links	194.84
7410.4I · Insurance	2,000.35
7410.4F · Office and Library Supplies	40.93
7410.4J · Professional Services	280.00
Total 7410.41 · Operations and Administrative	2,527.88
Total 7410.4 · Contractual Expenses	3,178.45
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	815.39
Total 9000 · Employee - Benefits	815.39
Total Expense	14,738.80
Net Ordinary Income	-14,714.79
Net Income	-14,714.79

The Castleton Public Library  
Profit & Loss Budget vs. Actual

January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	3.00	0.00	3.00	100.0%
2082.12 · Lost Books	112.67	0.00	112.67	100.0%
2082.13 · Copies, Prints and Faxes	28.60	0.00	28.60	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>144.27</b>	<b>0.00</b>	<b>144.27</b>	<b>100.0%</b>
<b>Total 2082 · Library Charges</b>	<b>144.27</b>	<b>0.00</b>	<b>144.27</b>	<b>100.0%</b>
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	0.00	88,000.00	-88,000.00	0.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>159,000.00</b>	<b>260,325.00</b>	<b>-101,325.00</b>	<b>61.1%</b>
2401 · Interest & Earnings	70.85	500.00	-429.15	14.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,046.75	8,002.00	-1,955.25	75.6%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,046.75</b>	<b>9,002.00</b>	<b>-1,955.25</b>	<b>78.3%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,436.00	-1,436.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 2760 · Library System Grants</b>	<b>0.00</b>	<b>17,636.00</b>	<b>-17,636.00</b>	<b>0.0%</b>
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
<b>Total Income</b>	<b>166,261.87</b>	<b>296,400.00</b>	<b>-130,138.13</b>	<b>56.1%</b>
<b>Gross Profit</b>	<b>166,261.87</b>	<b>296,400.00</b>	<b>-130,138.13</b>	<b>56.1%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	9,980.76	67,925.00	-57,944.24	14.7%
7410.1B · Gross wages - Librarian	2,907.02	53,800.00	-50,892.98	5.4%
7410.1C · Gross wages - Assistant	8,369.78	64,298.00	-55,928.22	13.0%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>21,257.56</b>	<b>186,023.00</b>	<b>-164,765.44</b>	<b>11.4%</b>
<b>Total 7410.1 · Personal Services</b>	<b>21,257.56</b>	<b>186,023.00</b>	<b>-164,765.44</b>	<b>11.4%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>21,460.00</b>	<b>-21,460.00</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	1,850.00	-1,850.00	0.0%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	771.26	10,200.00	-9,428.74	7.6%
74104B2 · Electronic Content	1,361.25	6,690.00	-5,328.75	20.3%
74104B1 · DVDs & Other Materials	90.81	1,900.00	-1,809.19	4.8%
7410.4B · Library Materials - Other	196.40	1,220.00	-1,023.60	16.1%
<b>Total 7410.4B · Library Materials</b>	<b>2,419.72</b>	<b>22,110.00</b>	<b>-19,690.28</b>	<b>10.9%</b>

The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	99.86	1,650.00	-1,550.14	6.1%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	4,600.00	-4,600.00	0.0%
7410.4D · Programs - Other	152.92	3,000.00	-2,847.08	5.1%
Total 7410.4D · Programs	152.92	7,600.00	-7,447.08	2.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	998.00	3,992.00	-2,994.00	25.0%
7410.4G · Postage	151.20	400.00	-248.80	37.8%
7410.4H · Telephone/Data Links	194.84	1,377.00	-1,182.16	14.1%
7410.4I · Insurance	2,000.35	2,955.00	-954.65	67.7%
7410.4F · Office and Library Supplies	45.88	1,000.00	-954.12	4.6%
7410.4J · Professional Services	280.00	400.00	-120.00	70.0%
Total 7410.41 · Operations and Administrati...	3,670.27	10,924.00	-7,253.73	33.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	6,377.72	42,314.00	-35,936.28	15.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	1,613.00	14,140.00	-12,527.00	11.4%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	0.00	19,563.00	-19,563.00	0.0%
Total 9060.8 · Health Insurance	0.00	22,563.00	-22,563.00	0.0%
Total 9000 · Employee - Benefits	1,613.00	46,603.00	-44,990.00	3.5%
Total Expense	29,248.28	296,400.00	-267,151.72	9.9%
Net Ordinary Income	137,013.59	0.00	137,013.59	100.0%
Net Income	137,013.59	0.00	137,013.59	100.0%

5:00 PM

03/05/24

Accrual Basis

**The Castleton Public Library**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	293,274.75
200.2 · Citizens Checking Account	23,143.87
200.9 · Petty Cash	50.00
Total Checking/Savings	316,468.62
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	321,468.62
<b>TOTAL ASSETS</b>	<b>321,468.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	179,382.05
Net Income	137,013.59
Total Equity	321,468.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>321,468.62</b>

## Director's Report – February

### February 2024 – Usage Statistics in Comparison

	Feb. 2024	Feb. 2023	% Change, 2024 vs. 2023	Feb. 2022	% Change, 2024 vs. 2022
<b>Circulation</b>					
Circulation of materials at CPL	1,625	1,582	+2.7%	1,635	-0.6%
Items loaned to other libraries	358	417	-14.1%	290	+23.4%
Items borrowed from other libraries	722	784	-7.9%	705	+2.4%
eContent circulation	684	557	+22.8%	527	+29.8%
<b>Programming</b>					
Number of programs offered	27	27	0%	19	+42.1%
Program attendance – in-person	227	201	+12.9%	68	+233.8%
Program attendance – live virtual	0	0	0%	16	-100%
Program attendance – kits*	141	118	+19.5%	183	-23%
Total program attendance	368	319	+15.4%	267	+37.8%
<b>Public Computer Use</b>					
Public Computer Sessions	19	9	+111.1%	15	+26.7%
WiFi Use - daily unique users	557 (4.3 GB)	478 (4.6 GB)	+16.5%	469 (3.3 GB)	+18.8%
WiFi Hotspot Use	56.27 GB	55.98 GB	+0.5%	6.21 GB	+806.1%
<b>Marketing Reach</b>					
Website visits	971	872	+11.4%	776	+25.1%
Website unique visitors	513	460	+11.5%	371	+38.3%
Email newsletter list size	1,677	1,598	+4.9%	1,479	+13.4%
Facebook page followers	1,427	1,231	+15.9%	941	+51.6%
Facebook total reach	7,838	10,556	-25.7%	2,093	+274.5%
* = The number of kits distributed through the end of the month is used for the attendance number.					

### Programs – February

2/1/2024	Dinosaur Crafts Kit	141
2/1/2024	Learn & Play Storytime	22
2/3/2024	Take Your Child to the Library Day	26
2/5/2024	After Dinner Book Club	5
2/6/2024	Pajama Storytime	10
2/8/2024	Learn & Play Storytime	16
2/8/2024	Teen Time: Friendship Bracelets	0
2/12/2024	Computer Help	1
2/13/2024	Castle Hill Bookmobile	5
2/13/2024	Computer Help	1
2/13/2024	Hearts and Crafts	6
2/13/2024	Pajama Storytime	4
2/14/2024	Open Mic Night	4
2/15/2024	Learn & Play Storytime	8

2/16/2024	Very Hungry Caterpillar Craft	6
2/17/2024	Sweet Structures	12
2/18/2024	Giant Connect Four	9
2/20/2024	Cool Science: Lava Lamps	11
2/20/2024	Pajama Storytime	2
2/21/2024	Legomania	2
2/22/2024	Special Storytime: Backyard Birds	29
2/22/2024	Kids Cook: Egg-In-A-Hole	3
2/23/2024	Stuffed Animal Sleepover	15
2/25/2024	Build with Keva Planks	7
2/26/2024	Civil War Discussion Group	6
2/27/2024	Pajama Storytime	2
2/29/2024	Learn & Play Storytime	15
	<b>Month total</b>	<b>368</b>

### Director – Meetings, Outreach, and Continuing Education (February)

- February 2 – Directors Association meeting at UHLS offices, Albany
- February 5 – Library Space Committee meeting

- February 5 – Director evaluation review w/CPL Board President
- February 6 – Finance Committee and Library Services & Outreach Committee meeting (virtual meeting)
- February 7 – Meeting with staff of NYS Assemblymember Scott Bendett for Library Advocacy Day in Albany
- February 7 – Meeting with staff of NYS Senator Jake Ashby for Library Advocacy Day in Albany
- February 7 – Administrative Committee meeting (virtual meeting)
- February 8 – New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting (virtual meeting)
- February 12 – Policy Committee meeting (virtual meeting)
- February 12 – New York Library Association (NYLA) Fundraising and Sponsorship Committee meeting (virtual)
- February 12 – Operations and Capital Projects Committee meeting
- February 12 – Meeting w/Village of Castleton liaison Rebekah Timerman
- February 12 – Village Board meeting
- February 13 – Bookmobile at Castle Hill senior housing
- February 14 – Marketing & Community Connections Committee meeting (virtual meeting)
- February 26 – Orientation for new Programming and Outreach Librarian





# Classes and Events at Castleton Public Library

## April 2024

### Weekly Events



#### Pajama Storytime

Tuesdays at 6:00 p.m. April 2, 9, 16, 23, 30.

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.



#### Learn & Play Storytime

Thursdays at 10:30 a.m. April 4, 11, 18, 25.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!

### Other Events



#### Take & Make Craft Kit: Egg Carton Caterpillars

Pick up anytime from Sunday, March 31 through Saturday, May 4.



#### Cool Science: Bath Fizzies

Monday, April 1, 1:00-6:00 p.m.

Join us as we explore the science behind fizz. Make a bath fizzy to take home and create your very own scientific reaction at bath time!



#### After Dinner Book Club

**After Dinner Book Club – *The Inheritance of Orquídea Divina* by Zoraida Córdova**

Monday, April 1, 7:00 p.m.



#### Pipe Cleaner Crafts

Tuesday, April 2, 12:00-6:00 p.m.



#### Cookie Decorating

Wednesday, April 3, 12:00-6:00 p.m.



#### Teen Time: Poetry Games

Thursday, April 4, 4:00 p.m.

Stop by for some fun poetry exercises and games! For teens in 6<sup>th</sup>-12<sup>th</sup> grades.



#### Pool Noodle Unicorns

Friday, April 5, 11:00 a.m. - 5:00 p.m.

Are you obsessed with unicorns? Make a unique unicorn using our craft supplies and a pool noodle!



#### Create a Chain Reaction

Saturday, April 6, 11:00 a.m. - 4:00 p.m.

Set up a course of ramps, hammers, pendulums, and then watch the chain reaction!



#### Paint a Flower Pot

Sunday, April 7, 11:30 a.m. - 3:30 p.m.



#### Open Mic Night

Wednesday, April 10, 6:00-8:00 p.m.

Come share your talents! If your instrument requires an amplifier, please bring one with you.



#### Friends of CPL Breakfast Fundraiser

Saturday, April 13, 9:00-11:00 a.m.

**Location: Rensselaer Elks Lodge 2073, 683 Columbia Turnpike, East Greenbush, NY 12061**

Enjoy breakfast while you help benefit the library! Cost is **\$11.00** for a full breakfast of 2 eggs, bacon or sausage, home fries, pancakes, toast, and a beverage.



#### Anything and Everything Salt Dough

Monday, April 15, 3:00-6:00 p.m.

Squish, squash, play, shape and sculpt whatever you can think of, using salt dough!



**Afternoon  
Book Club**



**Friends  
of the  
Library**



**After Dinner  
Book Club**

## **CPL Board of Trustees Meeting**

**Monday, April 15, 7:00 p.m.**

Monthly meeting of the library's Board of Trustees. Members of the public are welcome.

## **Afternoon Book Club – *The Underworld: Journeys to the Depths of the Ocean* by Susan Casey**

**Wednesday, April 17, 1:00 p.m.**

Join us the third Wednesday of each month for a book discussion! Books available at the front desk.

## **Friends of CPL Meeting**

**Wednesday, April 17, 5:30 p.m.**

Want to help support and raise funds for CPL? Come join the Friends! All are welcome.

## **DIY Climbing Toy**

**Sunday, April 21, 11:00 a.m. - 4:00 p.m.**

Come make a new-fangled version of an old-fashioned climbing toy using paper, string, and your imagination!

## **Scrabble**

**Wednesday, April 24, 6:00-8:00 p.m.**

For adults. Play Scrabble with fellow word-lovers. All levels welcome!

## **Special Storytime: All About Bees**

**Thursday, April 25, 10:30 a.m.**

Learn the buzz about these important pollinators at a special storytime with an environmental educator from Schodack Island State Park.

## **Paper Bag Puppets**

**Monday, April 29, 3:00-6:00 p.m.**

Join us for some crafty fun creating paper bag puppets with a variety of supplies to inspire you.

## **Spice of the Month Club: Dill**

**Wednesday, May 1, 7:00 p.m.**

For adults. Spice up your life and join us to learn about a different spice or herb each month! We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with at home. This month, we'll highlight dill!

## **Bridge Club**

**Friday, May 3, 10:30 a.m.**

Come play bridge with us! Geared toward beginners and players who need a refresher.

## **Friends of CPL Plant Sale**

**Saturday, May 4, 10:00 a.m. - 1:00 p.m.**

**Location: River Rest (Corner of Scott Avenue and Main Street), Castleton, NY 12033**

All proceeds benefit the library! An assortment of vegetable plants and flowers will be available.

## **After Dinner Book Club – *All the Beauty in the World: The Metropolitan Museum of Art and Me* by Patrick Bringley**

**Monday, May 6, 7:00 p.m.**

Join us the first Monday of each month for a book discussion! Books available at the front desk.

## **Castleton Public Library**

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)

[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)

## **Library Hours:**

Monday-Wednesday – 12:00-8:00 p.m.

Thursday-Friday – 10:00 a.m. – 6:00 p.m.

Saturday & Sunday – 11:00 a.m. – 4:00 p.m.